Review Item Disposition (RID) Processing

Checkout and Launch Control Systems (CLCS)

84K07500-002

Agreements:

Original signed by
Tom Fleming
_____
Chief, CLCS Project   Date
Controls Office

Original signed by
Yvonne Parker
_____
CLCS Change Control   Date
Manager

Original signed by
Scott Thorne
_____
CLCS Webmaster   Date

_____
                             Date

_____
                             Date

_____
                             Date

PREPARED BY: Yvonne Parker, DP-1/CLCS Project Controls

Office

REVISION HISTORY

REV	DESCRIPTION	DATE

LIST OF EFFECTIVE PAGES				
Dates of issue of change pages are:				
Page No.	**A or D***	**Issue or Change No.**	**CR No.**	**Effective Date****

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REVIEW ITEM DISPOSITION (RID) PROCESSING

CHECKOUT AND LAUNCH CONTROL SYSTEMS (CLCS)

1.   BACKGROUND

1.1   INTRODUCTION

The CLCS RID process is the formal method of documenting and tracking redlines and/or comments to a document, obtaining document approval/disapproval, and establishing and maintaining baseline documentation. RID reviews are conducted to ensure the technical adequacy of CLCS documents. Only documents specifically identified by the CLCS Configuration Control Board (CCB) are required to use the formal RID process. As of the date of this document, the following documents have been identified:

> 84K00200   System Level Specifications (SLS)
> 84K00220   Concept of Operations (Con Ops)

Although not required, the RID process and RID form may be used for review or redlining of other documents.

If a RID reflects a new requirement or an enhancement to a baseline requirement, once the RID is approved, an ESR is required to be submitted for CLCS CCB processing of the requirement prior to release of the document revision incorporating the RID. After release of a "basic revision" document, document changes will be processed through the CLCS CCB.

1.2   RID REVIEW TEAM

The RID Review Team is composed of designated individuals who are technical experts in the subject matter of the document being released. The RID Team Manager is appointed by the CLCS Project Manager, and team members are appointed by the Team Manager and the CLCS Project Manager. The RID Review Team is responsible for reviewing the RID and its related document, making a recommendation, and determining the action to take. The RID Team Manager determines the frequency of the RID Review Team meetings, conducts the meetings, and records the team's disposition.

2.   RID FORM

2.1   RID SUBMITTAL

A CLCS RID form (Document No. 84K07500-001) is attached to the front of all hardcopies of documents identified for RID processing and officially circulated for redlines. The form will be partially prefilled with generic document data by the issuer of the document. This document is available on the CLCS RID Management web page, which can be found from the CLCS home page at: //lpsweb.ksc.nasa.gov/CLCS; or can be obtained by contacting the CLCS Project Controls Office. In addition to the RID Processing instructions document, an MSWord ® template of the CLCS RID form and the referenced document are available in electronic format on the RID Management web page. Electronic submittal of the completed CLCS RID is highly encouraged.

Once the document has been distributed for document review, typically ten working days will be allowed for document review and RID submittal to the CLCS RID Review Team.

The Initiator or author (of the RID) reviews the document and on or before the due date provides any comments and/or redlines to the document on a RID form. The Initiator completes blocks 1 and 7 through 9 of the RID, and submits the RID by mail (email or standard mail; email is the preferred method), as specified on the RID Management web page. Failure to provide a RID by due date implies concurrence with the document as written.

- Block 1 includes the Initiator's <u>Name</u> (last name first), <u>Organization</u>, <u>Phone</u>, and <u>FAX</u> number.
- Block 7 identifies the <u>Problem</u>, or description of the RID or purpose of the RID.
- Block 8 is a <u>Recommendation</u>, or the recommended action of the RID.
- Block 9 identifies the <u>Impact if Recommendation not Implemented</u>, or a statement justifying the RID and stating the impact if the RID is not incorporated.

The following blocks are prefilled for RID's attached to documents identified by the CLCS CCB to use RID's:

- Block 2 is the Type of Review that is being addressed for the specified document with three options listed: <u>General Document Review</u>; specific review, such <u>as Preliminary Design Review (PDR)</u>, <u>Critical Design Review (CDR)</u>, <u>Architectural Baseline Review (ABR)</u>, <u>Project Plan Review (PPR)</u>; or <u>Other</u> type of review. The Type of Review option is selected by an "X" in the small block space and the specific type noted in bold print.
- Block 3 is <u>RID Number</u>, which consists of the last five digits of the document number, a dash, and a sequential number that will be assigned by the RID Processing Team.
- Block 4a is the <u>Document Number</u>, and Block 4b is the <u>Document Revision</u> being reviewed.
- Block 5 is the <u>Document Name</u>, which identifies the specific document.

- Block 6 is the <u>Name of RID Team</u>. The RID Review Team depends on the subject and origin of the document and will be defined/approved by the CLCS Project Manager.

2.2   RID REVIEW TEAM

The RID Review Team determines the disposition of each RID and records it accordingly in Blocks 10-13 on the form. If the RID Review Team determines that a RID results in an expanded scope which increases the CLCS budget or schedule, the RID is referred to the CLCS Change Screening Panel (CSP) for Configuration Control Board (CCB) processing. See CLCS Configuration Control Board Charter, Document Number 84K00006, for the processing of changes by the CSP and CCB.

- Block 10 is the Team's Recommendation. The RID Review Team dispositions a RID in one of six ways:
    - <u>Accepted</u> or approved. The RID is accepted and answered by the Review Team.
    - <u>Accepted with Modifications</u> or accepted after minor changes are made to the RID. A written description of the modification will be added to the disposition block with an attachment, if necessary, to detail the proposed action.
    - <u>Rejected</u> or disapproved. The RID will have a written response attached.
    - <u>Study</u> or further review or additional information is needed, etc. The RID will be deferred until the study is complete and then dispositioned.
    - <u>Withdrawn</u> by the Initiator. The RID will be removed from the active RID's.
    - <u>Deferred to CLCS CCB Change Screening Panel (CSP)</u> for RID's that increase CLCS's budget or schedule. As part of the Team's Recommendation, the RID Team Manager records <u>Comments</u> related to the recommendation and signs on the line beside <u>RID Team Manager's Signature</u> to establish the official RID recommendation. The RID Review Team will notify the Initiator of the disposition to defer the RID to the Change Screening Panel.
- Block 11 is Action Required, or the action to be taken after the RID Review Team has determined the disposition of the RID. Actions include <u>Update Document</u> or proceed with implementation, as appropriate; <u>Study</u> or further review before action is taken; or <u>Other</u>, which will be completed by the RID Team Manager with specifics about an action required. Any <u>Comments</u> on the Action Required may be recorded.   (CSP will complete Block 11 for those RID's referred to them.) If the CSP recommends that the RID be processed through the CLCS CCB, an accompanying ESR is required.
- Block 12 is Final RID Closure Action. The RID Team Manager has options to consider as to when the RID is to be incorporated into the documentation. One is <u>RID to be Incorporated in Next Revision</u>, and the other is <u>RID to be Incorporated in Other (Specify)</u>. The RID's in a Study category could be a situation where the RID would be incorporated in a future revision. The decision depends on the priority of the RID and the timeliness of the RID submittal. The RID Team Manager is to record specifically when the RID is to be incorporated, and sign next to the <u>RID Team Manager's Signature</u> line. (CSP will complete Block 12 for those RID's referred to them.)
- Block 13 is <u>Additional Comments/Notes</u>. This is an optional block that is available for use if required to log additional comments or notes.

The RID Initiator is informed when the RID is dispositioned.

3.   RID PROCESS FLOW

The CLCS RID Process Flow is illustrated in Figure 3-1 below. The figure depicts the RID
Process Flow from RID receipt through RID closure.
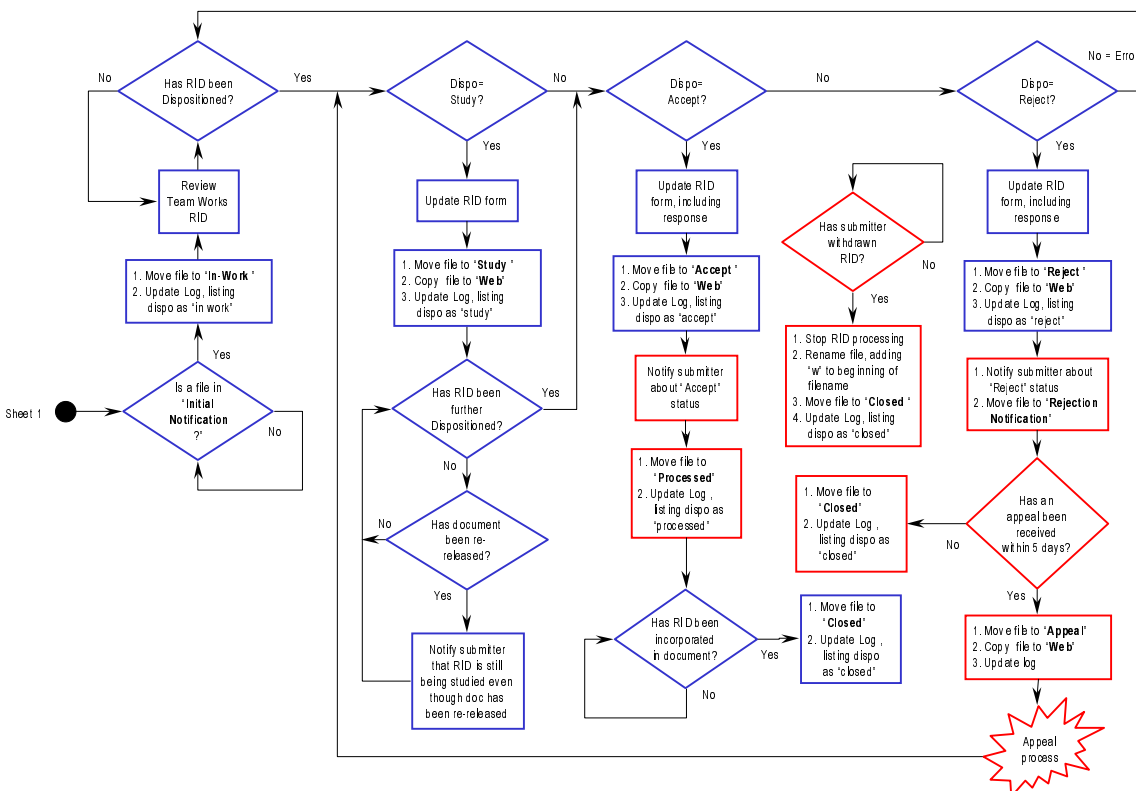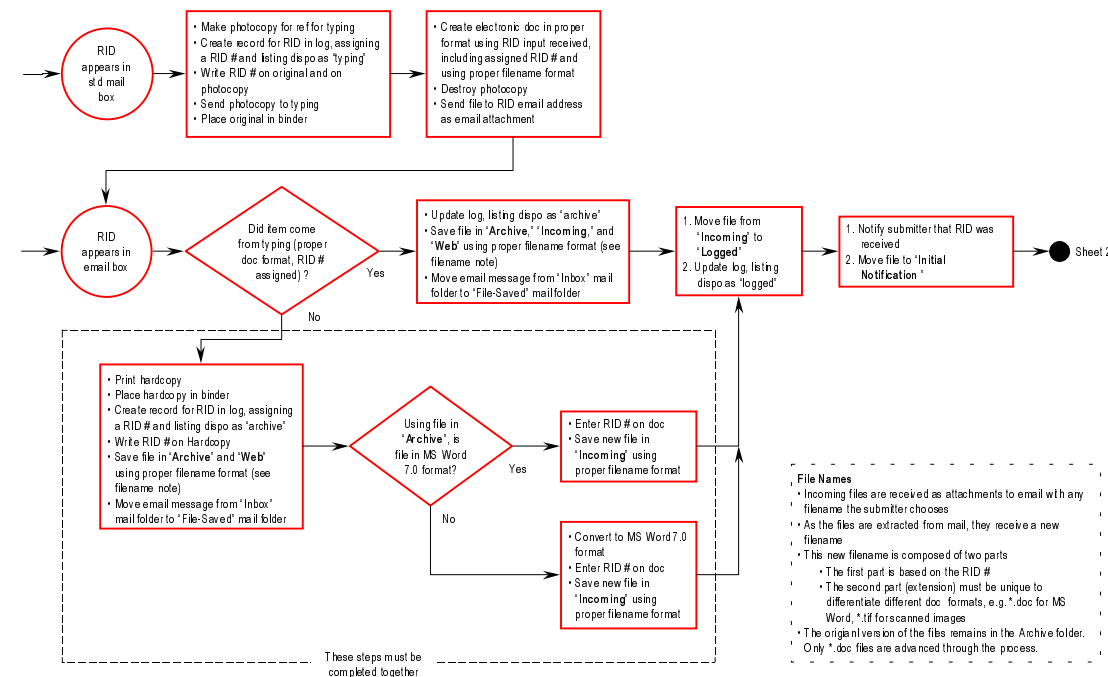
3.1   RID SUBMITTAL PROCESS

RID's are submitted on the CLCS Review Item Disposition form (84K07500-001). See
Section 2.1 RID SUBMITTAL.

3.2   INTERNAL RID PROCESSING TEAMS

Internal processing of RID's is accomplished by three responsible groups: RID Processing
Team, RID Review Team, and RID Management Team.

Prior to the start of a document review, the RID Processing Team creates file folders or
directories on a server with limited access to internally track the flow of the RID review
process. See Section 3.3 PROCESSING STAGES for identification of the folders. In
addition, the RID Processing Team creates a RID Status log on the server that is updated as
the RID status changes, and creates and maintains a RID Status web page (which is a copy of
the RID Status log) that provides RID status to anyone working on the CLCS project. The
RID Processing Team receives all RID's and performs the initial administrative functions,
such as filing the original or printed copy of the initial RID in a binder and saving the initial
RID in an electronic format, entering RID information in the RID Status Log, assigning the
suffix of the RID Number, assuring RID is in a standard format, and notifying the Initiator of
the RID number. Also, the Processing Team notifies the Initiator that the RID is accepted or
rejected, and is involved in the appeal process. RID's that are withdrawn by the Initiator are
administered by the RID Processing Team.

The RID Review Team dispositions the RID, updates the disposition on the electronic RID,
moves the electronic RID to the appropriate dispositioned folder (such as "Study," "Accept,"
or "Reject"), copies the RID form to the "Web" folder, and updates the RID Status Log
through the disposition process. See Sections 1.2 and 2.2 RID REVIEW TEAM for details
on disposition. The Review Team prepares the technical response to the RID and in the
response specifies the Section of the document and the proposed words that will be
changed/added/deleted/modified to satisfy the RID. The Review Team also incorporates the
approved RID's into the document which will be released at a later date.

The RID Management Team, CLCS CSP/CCB, or other panel as determined by the CLCS
Project Manager, makes the final determination of a RID if an appeal is filed. The RID
Management Team is composed of NASA and contractor personnel who have a vested
interest in the document being reviewed. A member of the CLCS Project Controls Office is a
mandatory member of the RID Management Team. See Section 4. APPEAL PROCESS.

3.3   PROCESSING STAGES

RID's follow through different stages during the processing flow. Electronic file folders or
directories (referred to as folders in this document) are created to organize, track, and status
the internal processing of RID's from receipt to closure. The stages/file folders identified for
processing include: Archive, Web, Incoming, Logged, Initial Notification, In-Work, Study,
Accept, Processed, Reject, Rejection Notification, Appeal, and Closed. Access to the folders

is restricted to specific personnel performing specific functions in the RID review process. Appropriate status from these stages is updated in an Excel spreadsheet named RID Status log (See Section 3.3.4.1 RID STATUS LOG) and posted to a RID Status web page (See Section 3.3.4.2 RID STATUS PAGE).

3.3.1   Archive

The RID Processing Team receives the initial RID and files it in two formats: hardcopy original RID in a binder and electronic original RID in an electronic folder named "Archive." The initial RID is saved in these two formats to assure that each RID received is accounted for at the end of the RID processing period.

The binder contains the original RID that is received in hardcopy format and a printed copy of the RID that is originally received in electronic format. The only change that is made to the initial RID before it is filed in the binder is that a sequential number is assigned and handwritten in the RID Number block following the dash of the prefilled number on the form.

The RID Processing Team creates a record in the RID Status log for each RID as it is received. See Section 3.3.4.1 RID STATUS LOG. A four-digit sequential number is assigned and entered in the log for the RID, as well as handwritten on the hardcopy original in the binder. The disposition of "archive" is entered for electronic RID's received in Microsoft Word 7.0 format or RID's that can be converted to Microsoft Word 7.0 format. A disposition of "typing" is entered in the RID Status log for RID's not in a compatible Microsoft Word 7.0 format.

The RID Number is derived from the RID Document Number. For example, the prefilled RID Number for Document Number 84K00220, Concept of Operations (Con Ops), is "00220-", which indicates that the RID is written against Document Number 84K00220, and a dash is prefilled to separate the document-designated digits from the sequential number assigned by the RID Processing Team. The first RID that the team receives is assigned the number "0001" and the RID Number is "00220-0001."

Electronic RID's dispositioned as "archive" in the RID Status log are <u>saved as</u> a new filename in two folders: "Archive" and "Web." The electronic RID is RENAMED from the filename submitted by the Initiator to a new filename based on the RID number and a file extension. In the example of RID Number "00220-001", the new filename would be "220-0001.tif" or "220-0001.doc", or another extension depending on the format of the document as it was received in email. The leading zeroes of the RID Number are insignificant and may be dropped in the new filename. The filename must include an extension of a period and a unique extension, such as ".pdf" or ".doc". The only change made to an original electronic RID in the "Archive" folder is renaming the RID to a recognizable name that can be located at the end of the processing period for accounting purposes. The original version of the RID remains in the "Archive" folder.

Once the electronic RID is saved as a renamed filename in both the "Archive" and "Web" folders, the email message and attachment from the Initiator is then <u>moved</u> from the "Inbox"

mail folder to the "File-Saved" mail folder so that the RID Processing Team can readily distinguish new RID's that arrive from the RID's being processed.

Once the electronic RID receives a renamed filename in the "Archive" folder and the "Web" folder, the RID Processing Team reviews RID's in the "Archive" folder and enters a RID Number on those in the Microsoft Word 7.0 format. If required, the Microsoft Word RID is converted to the proper format before adding the RID Number. The numbered RID is then saved as a file in the "Incoming" folder with the same first part of the renamed filename and the second part as a "**.doc**" extension. Only "*.doc" files are advanced through the review process. A RID in "Archive" and "Incoming" may have the same filename, but normally the filenames are different.

On receipt of a RID that is not compatible to the Microsoft Word 7.0 format, the RID Processing Team makes a photocopy of the initial RID, writes a RID Number on it, and uses the photocopy to manually input the RID into the proper electronic format. The RID is dispositioned in the RID Status log as "typing." The RID Processing Typing team member creates a Microsoft Word 7.0 version of the RID, inputs the RID Number, saves the RID in the proper filename format, and emails the RID to the RID Processing Team. When this RID is received, the Processing Team updates the disposition in the RID Status log from "typing" to "archive." Then the Processing Team saves the electronic RID received from typing in three folders: "Archive," "Web," and "Incoming." RID's typed by the RID Processing Team are saved in "Archive" with the RID Number entered, whereas electronic RID's received in the proper format are saved in "Archive" in the initial format without the RID Number. The email message from the Typing team member is moved from the "Inbox" mail folder to the "File-Saved" mail folder.

As previously mentioned, no changes will be made to the original version of the RID's in the "Archive" folder, which acts as a backup to the set of hardcopies stored in the binder.

3.3.2   Web

Throughout the process, after a RID is edited (updated), a copy of the RID is saved in the "Web" folder. The "Web" folder is a holder for RID's until the RID is posted on the web server. The Processing Team moves the RID from the "Web" folder to the web server. The RID File List contains a sequential list of all RID's assigned, along with the respective Initiator's Name and the Disposition of the RID. The RID may be viewed by selecting the last four digits (suffix) of the RID Number for a specific RID, and the RID will be displayed. The RID File List may be accessed from the RID Status Page. See Section 3.3.4.2 RID STATUS PAGE.

3.3.3   Incoming

RID's in the "Incoming" folder indicate that the RID Processing Team has completed the initial administrative tasks. A hardcopy and electronic "archive" copy of the original RID is preserved. Whether the RID was received by standard mail or email, it is in the proper electronic format, has a RID number, and has a meaningful filename.

3.3.4   Logged

The RID Processing Team moves the electronic RID from the "Incoming" folder to the "Logged" folder. The RID Status log is updated with any changes to the RID, and the disposition status in the log is changed from "archive" to "logged."

3.3.4.1   RID Status Log

A record of each RID is created in a log or spreadsheet called the RID Status log as soon as a RID is received. The RID Processing Team enters certain identifying information off the RID form into the RID Status log. A RID number is assigned to the initial RID, and a disposition is recorded as "typing" if the original RID is not received in a compatible Microsoft Word 7.0 format or as "archive" if the RID is received in a compatible Microsoft Word 7.0 format. The disposition in the RID Status log changes from "archive" to "logged" after the electronic RID has a RID Number recorded and is renamed to the proper format.

Further updates to the RID Status log occur as the RID disposition changes. The RID Processing Team and the RID Review Team, depending on which team completes a function in the RID review process, update the log as soon as an event or task is accomplished. The Disposition column is updated as status changes throughout the RID review process and includes comments, if applicable to the status change. The appropriate responsible team enters the date that the Initiator is notified of certain disposition changes (such as Initial, Reject). The RID Review Team enters the name of the team member who is assigned the RID and enters comments to provide status. Access to the RID Status log is limited to the RID Processing Team and the RID Review Team since the log is the primary tool that is used to process the RID from receipt until closure.

Data included in the RID Status log includes: RID Number; Disposition; Initiator's name; Date that Initiator was notified of certain dispositions of the RID (Initial, Reject) and any Comments related to the notification; and the RID Assignee's Name and any Comments that are related to the RID review.

3.3.4.2   RID Status Page

The current status of RID's can be viewed on the RID Status web page by anyone working on the CLCS project. The RID Processing Team copies the RID Status log to the **RID Status page** on a daily basis, and the two files contain identical information. See Section 3.3.4.1 RID STATUS LOG for data available in the log. The Initiator can use the RID Status page to check the status of a RID.

To get to the CLCS RID Status web page, select RID Management under Project Functions from the CLCS home page. From the "Document and RID Info Matrix" on the RID Management web page, select RID Status page for the specific document in review. For example, under RID Status pages, select "Con Ops-RID" to bring up the RID Status page for that particular document.

The electronic RID may be viewed online by clicking on "RID File List" off the RID Status web page. Once the RID File List is displayed, select the last four digits (suffix) of the RID Number for the specific RID, and the RID will be displayed.

3.3.5   Initial Notification

The RID Processing Team will send a written notification to the Initiator of each RID in the "Logged" folder stating that the RID was received and providing the number assigned. After the notification is sent, the RID Processing Team <u>moves</u> the electronic RID to the "Initial Notification" folder and updates the RID Status log with a disposition of "Initial Notification" and enters the date.

The RID Review Team uses the "Initial Notification" folder to begin the process of reviewing and dispositioning RID's. See Section 2.2 for additional information on the RID Review Team.

3.3.6   In-Work

The RID Review Team retrieves RID's from the "Initial Notification" folder and <u>moves</u> them to the "In-Work" folder during disposition determination. The RID Review Team also updates the RID Status log to "In Work." The RID remains in the "In-Work" folder until the Review Team determines whether to "accept," "reject," or delay decision pending further "study."

3.3.7   Study

The RID Review Team studies the RID and determines if research is needed to properly disposition the RID, or if the RID is deferred to the CLCS CCB Change Screening Panel for possible processing through the CLCS Configuration Control Board. (See CLCS CCB Charter, Document No. 84K00006.) If no research is required, the RID continues in the review process.

If technical research is required, or a RID requires an ESR and is to go through the Change Screening Panel, the RID Review Team updates the status on the electronic RID, <u>moves</u> the RID to the "Study" folder, <u>copies</u> the RID to the "Web" folder, and updates the disposition on the RID Status log to "Study." Once the research is completed and the team determines that the data is sufficient or CSP/CCB approval is received, the RID Review Team will enter comments documenting the Study results on the RID, and proceed with the disposition process. For RID's that require CSP/CCB action and are rejected or disapproved (final disposition), the RID Processing Team updates the status on the RID as rejected by CCB, <u>moves</u> the electronic RID directly to the "Closed" folder, <u>copies</u> it to the "Web" folder, and updates the disposition of RID Status log, along with comments regarding CCB rejection. Additional notification to the Initiator is not necessary since the Initiator is a participant of the CCB meeting.

The RID Review Team may determine that a RID will remain in "Study" for a period of time that exceeds the date that the document is revised. The RID Review Team will send written notification to the Initiator of that status.

3.3.8   Accept

The RID Review Team determines if the RID is accepted or accepted with modifications. If the disposition is accept or accept with mods, the RID Review Team updates the status on the

electronic RID, prepares an official response to the RID, <u>moves</u> the RID into the "Accept" folder, <u>copies</u> the RID to the "Web" folder, and updates the disposition on RID Status log to "Accept." The official response may be placed on a page added to the document.

The RID Processing Team reviews the "Accept" folder and notifies the Initiator in writing that the RID was either accepted or accepted with modifications and documents the Section of the document and the words that will be incorporated in the document to satisfy the RID. Then the RID Processing Team <u>moves</u> the RID to the "Processed" folder and updates the disposition on the RID Status log to "Processed."

3.3.9   Processed

RID's in the "Processed" folder are ready to be incorporated into the document. The RID Review Team updates the document as stated in the response to the RID, and then <u>moves</u> the RID to the "Closed" folder.

3.3.10   Reject

Once the RID Review Team dispositions a RID as rejected, the Review Team updates the status on the electronic RID form, prepares an official response to the RID, <u>moves</u> the RID into the "Reject" folder, <u>copies</u> the RID to the "Web" folder, and updates the disposition on the RID Status log to "Reject."

3.3.11   Rejection Notification

The RID Processing Team reviews the "Reject" folder for RID's dispositioned as rejected. The RID Processing Team sends the Initiator a notice stating that the RID was rejected and <u>moves</u> the electronic file to the "Rejection Notification" folder.

3.3.12   Appeal

If an Initiator does not appeal a rejected RID after five business days of the notice of rejection, the RID Processing Team <u>moves</u> the RID from the "Rejection Notification" folder to the "Closed" folder, <u>copies</u> the RID to the "Web" folder, and updates the RID Status log.

If an appeal is received, the RID Processing Team updates the electronic RID by placing an "X" in the block before Other in Block 2 (Type of RID) and adding "Appeal" on the space following Other. The Processing Team <u>moves</u> the RID to the "Appeal" folder, <u>copies</u> the RID to the "Web" folder, and updates the RID Status log. The RID Processing Team contacts and notifies the Initiator that the appeal was received. Then the appeal process is followed. (See Section 4. APPEAL PROCESS.)

An appeal may be approved by the RID Management Team without the attendance of the Initiator, but a rejection requires the Initiator's attendance at the appeal review, and the Initiator may invite others to provide technical support for the RID. The RID Management Team, CLCS CSP/CCB, or other panel as determined by the CLCS Project Manger is the final authority for RID disposition. If the appeal is approved, the RID Management Team will update the electronic RID, <u>move</u> the RID into the "Study" folder or "Accept" folder, as appropriate, <u>copy</u> the RID to the "Web" folder, and update the RID Status log. (See Sections

3.3.7 STUDY and 3.3.8 ACCEPT.) If the appeal is disapproved, the RID Management Team will update the electronic RID, <u>move</u> the RID into the "Processed" folder, <u>copy</u> the RID to the "Web" folder, and update the RID Status log.

3.3.13   Withdrawn

A withdrawn RID is classified as a closed RID. The Initiator is the only person allowed to withdraw a RID. At any point during the flow (In Work, Study, Accept, Reject, or Appeal), this may occur. It is the responsibility of the Initiator to notify the RID Processing Team of the withdrawal. The RID Processing Team will rename the file name of the RID by inserting a "**W-**" in front of the RID Number to indicate that the RID is withdrawn. An example is "W-220-0001.doc." The RID Processing Team will then <u>move</u> the withdrawn RID from the respective folder into the "Closed" folder, <u>copy</u> the RID to the "Web" folder, and update the RID Status log.

3.3.14   Closed

RID's in the "Closed" folder indicate that the RID was accepted and incorporated into the document, and the document will be released again; or the RID was withdrawn by the Initiator; or the RID was rejected and not appealed by the Initiator; or the RID was rejected by the RID Management Team or the Configuration Control Board.

An accepted RID is closed after it is implemented in the document, and a re-release of the document is planned or in work. A withdrawn RID requires no activity and is closed.   A rejected RID that is not appealed by the Initiator within the specified time limit is closed. In addition, a rejected RID that is appealed and goes before the RID Management Team or CSP/CCB may be rejected and closed. RID's in a study category that are forwarded to CSP/CCB by the RID Review Team may be rejected by the CCB and closed.

All RID's are contained in one file folder when closed. The RID Processing Team will assure that each RID received at the beginning of the review process is accounted for at the end of the RID processing period.

It is the Initiator's responsibility to review the next release of the document and confirm that the RID was incorporated.

3.4   NOTIFICATION OF RID STATUS

The primary method to receive RID Disposition Status is viewing it from the CLCS RID Management web page. See Section 3.3.4.2 RID STATUS PAGE. The Initiator receives official notification at certain stages of the RID review process. These are: "Initial Notification" when the Initiator is informed of the RID number; "Accept" when the RID has been accepted or accepted with modifications; "Study" if the RID remains in "Study" at the time the document is re-released; "Reject" when the team rejects a RID; and "Appeal" to acknowledge that the appeal was received.

4.   APPEAL PROCESS

The RID Review Team's recommended disposition is the final disposition unless an appeal is made. If the Initiator or author of a RID does not agree with the Review Team's disposition, this person may appeal the decision in the following manner:

4.1   INITIATOR'S ROLE

The Initiator is notified by the CLCS Project Controls Office that the RID Review Team dispositioned his/her RID as rejected. The Initiator has **five business days** from the date of notification to appeal the decision. To file an appeal, the Initiator must perform the following:

Contact the CLCS Change Control Manager (in the CLCS Project Controls Office) by email, if the capability is available, or phone and hardcopy. Send the appeal note by email to yvonne.parker-1@ksc.nasa.gov. If email is not available, call 861-7282 and inform the Change Control Manager that an appeal is in process, and follow up the phone conversation by mailing or FAX'ing a hardcopy to the CLCS Project Controls Office within the specified five business days. (If the Change Control Manager is not available, contact the Chief, Project Controls Office.)

The appeal notice should state the justification for the appeal.

4.2   CLCS PROJECT CONTROLS OFFICE'S ROLE

The CLCS Project Controls Office is the primary point of contact for all appeals. The Initiator forwards an appeal to the CLCS Change Control Manager in the CLCS Project Controls Office for action. The Change Control Manager informs the Initiator in writing that the appeal was received and will schedule the appropriate appeal review to determine the final disposition of the RID.

4.3   APPEAL REVIEW

The appeal will be reviewed by the RID Management Team, Configuration Control Board, or other panel as determined by the CLCS Project Manager. The review panel will be composed of NASA and contractor personnel who have a vested interest in the specific document. A member of the CLCS Project Controls Office is a mandatory member of the appeal review. The Initiator, along with those that the Initiator invites, will attend the review meeting to discuss the RID. This appeal review makes the final decision whether the RID is implemented, modified and implemented, or rejected. There is **no further appeal**.

5.   RID CLOSURE

RID's that are accepted and incorporated into a document have completed the official RID process and are closed. RID's that are rejected by the RID Review Team are closed five working days after the Initiator is informed that their RID was rejected, unless an appeal is filed by the Initiator per Section 4.0 APPEAL PROCESS. Rejected RID's that are appealed are closed following the decision of the RID Management Team (if one is held), which is the final authority in the appeal process. A withdrawn RID is considered inactive at the time of withdrawal and is closed. RID's classified as "Study" are not considered closed since more work is required. All RID's are forwarded by the RID Review Team Manager to the Change Control Manager for filing. The Change Control Manager will maintain the repository for all RID's until the end of the CLCS Project.

6.   APPLICABLE DOCUMENTS

- CLCS Review Item Disposition (form), Document No. 84K07500-001.
- CLCS Configuration Control Board (CCB) Charter, Document No. 84K00006.
- CLCS Configuration Management Plan, Document No. 84K00052.

End